



FINANCE DIRECTOR

Bargaining Unit: Department Head
FLSA Status: Exempt

DEFINITION

Under administrative direction, and reporting to the City Manager, this position has overall responsibility for planning, organizing, directing and supervising the Finance Department comprised of financial analysis, accounting, payroll, purchasing, investment and internal audit. The incumbent manages and coordinates the work of professional, technical and clerical staff; directs the preparation of the biennial operating budget and capital investment program (CIP), monitors and prepares reports of both spending plans; prepares financial projections and analyses; maintains sufficient internal controls to ensure integrity of financial operations and responsibilities; and provides a high level of administrative and technical support to the City Manager as assigned.

CLASS CHARACTERISTICS

This is an executive management level classification and member of the City's Senior Management Team. The incumbent is expected to provide prudent, timely, and thoroughly researched information, opinions and recommendations to the City Manager and City Council on all financial, risk management and MIS matters, and has frequent interaction with staff and leaders of other departments, the City Manager, the Mayor, the City Council, and citizens. The incumbent works as an integral member of various City leadership teams in helping the City achieve its objectives, including public presentations to citizens and other interested parties.

The incumbent has a broad range of independence within policy and procedural limitations, works under minimal supervision and is accountable to the City Manager for the quality and efficiency of services directed. While the general parameters of the job are defined, the incumbent is expected to select and put into effect work procedures and practices which will lead to the effective and efficient accomplishment of Department goals. Recommendations on the improvement of Department activities are expected.

EXAMPLES OF DUTIES (illustrative only)

- Develop and implement Departmental goals and policies, staffing levels, and administrative policies for City-wide application; review and revise existing City financial and related policies and procedures as required.

- Plan, direct, coordinate and review the work plan for the Department; revise as circumstances and City Manager/Council direction dictate.
- Plan and implement the citywide budget process and related fiscal programs.
- Manage the timely and accurate presentation of budget documents and financial reports.
- Coordinate budgeting activities with other departments, serving as the primary budget authority.
- Review departmental budgetary proposals and make recommendations on staffing and resource needs and other expenditure requirements to accomplish citywide goals.
- Prepare financial projections, analyze the City's financial status and anticipate variances in the operating budget; provide reports and updates of same to the City Manager and City Council as required.
- Conduct a variety of special studies; prepare and may present various analyses, statistical compilations, and reports to City staff, City Council, or the public.
- Oversee preparation and timely filing of tax, State/Federal, and other special reports.
- Interpret and maintain compliance with pertinent budgetary, legal, procedural and specially funded program requirements.
- Manage the City's capital financing programs, including debt issuance.
- Oversee preparation and coordination of the annual external audit; conduct internal, management and performance audits, investigations and operational studies.
- Responsible for overseeing the systems used for the proper accounting of the City's assets and financial transactions.
- Prepare a variety of financial and budgetary statements and reports including timely financial statements, budget transfers, cost studies, cash flow analyses, and revenue/expenditure projections.
- Manage fiscal resources including cash receipts, revenues and investments, ensuring compliance with all Federal, State, and local requirements.
- Perform oversight of the City's procurement procedures and systems ensuring that they are in compliance with all Federal, State, and local requirements.
- Serve as a resource for labor negotiations, providing accurate and timely information on City costs, the financial impact of contract proposals, and best practices for sustainable labor costs.
- Determine that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions.
- Develop efficient practices and utilize technology to streamline procedures while ensuring adequate internal controls within the Department, and other City functions.
- Ensure safeguard of warrants and control of signature authorities.
- Develop and manage the City's investment strategy, evaluate investment results, and report on the City's investment portfolio, ensure that the investment of funds meet generally acceptable accounting practices, standards, and legal requirements.

- Oversee the closing of the general ledger, ensuring compliance with State accounting requirements and governmental accounting standards.
- Oversee the payroll function in coordination with the Human Resources Division, ensuring timely and accurate payment of wages and benefits, updated as required by new law, regulation, policy or bargaining agreement.
- Manage the financial aspects of SEMS-based emergency/disaster response and recovery activities, ensuring full reimbursement of all City costs as allowed by law.
- Plan, organize, lead, supervise, train, and evaluate Department staff.
- Conduct regular Departmental meetings; emulate and foster open communications and transparent data and information; lead by example.
- Develop and implement Departmental goals, objectives, policies, procedures and work standards.
- Make presentations to the Senior Management Team, City Council, various City Commissions, and other groups, community, governmental, and professional.
- Provide support and advice as necessary to the City Manager and Department Heads.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, finance or related field and minimum of five (5) years of increasing responsible management experience in municipal or government finance environment, including at least two (2) years at an Assistant Department Head level in finance or accounting administration is also required.

A Master's degree, a CPA license, and previous California government experience is highly desirable.

Licenses and Certificates:

Possession of a California driver's license with a satisfactory driving record.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Services and activities of a comprehensive fiscal services program.
- Analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles and practices of fiscal services program development and administration.

- Principles and techniques of governmental accounting, auditing, and budgeting.
- Program analysis and revenue forecasting.
- Computer system operations and applications for accounting, budget development, investment, payroll, and financial management.
- Generally accepted accounting principles and generally accepted auditing standards as related to municipalities; principles and practices of public finance administration, governmental accounting and auditing, budget preparation, program analyses, investing, debt financing, revenue and expenditure forecasting, and risk management administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Laws, rules, regulations, and ordinances relating to local, state, and federal public finance and administration including those regulating the investment of public funds.
- Statistical research and reporting.

Ability to:

- Provide professional leadership and direction
- Apply general accounting and budgeting principles
- Manage, direct, and coordinate the work of professional, technical and clerical personnel
- Select, supervise, train and evaluate staff
- Recommend and implement goals and objective for efficiencies
- Prepare clear and concise reports
- Analyze problems, identify alternative solutions; research, analyze, and evaluate services delivery methods and techniques
- Interpret and apply policies, procedures, laws and regulations; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Prepare and present clear and well-organized written and oral reports to City Council, City Administration, and others as required
- Analyze, interpret, explain, and apply laws regulating City financial accounting and reporting, and investment and borrowing of funds; independently carry out complex accounting and auditing work and apply accounting principles and techniques to practical accounting, auditing, and financial situations
- Establish and maintain effective working relationships
- Develop and implement administrative and departmental policies, procedures, and rules
- Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations
- Prepare complex financial reports and analyses; exercise sound, independent judgment within general policy guidelines.

- Effectively use automated information systems, including use of a personal computer and software applications such as word processing, spreadsheet, financial management and open data applications.

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

*Travel: Positions in this class may require local and statewide travel as necessary.
(OPTIONAL)*